

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR

1. GEORGIA DEPARTMENT OF HUMAN RESOURCES

ARCHIVES AND HISTORY

Application Date

Div. Of Mental Health And Mental Retardation

Application Number

8/2/82

Mental Retardation Section

76-244-A

Application Number

47 Trinity Ave. S.W. Room 307-H

Date Received

Date Completed

82-26

Atlanta, Georgia 30334

AUG 18 1982

SEP 16 1982

2. Person to Contact

Working Title

Telephone Number

Ralph McQuin
Jeanne Terhume

Unit Supervisor
Secretary

656-6370

3. Action Requested

Update Form Numbers

a. ☐ Establish Retention Schedule; record will continue to accumulate.

Update Inclusive Materials

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

Change Retention Instructions

c. ☒ Amend Application No. 76-244 Check One: ☒ Change; ☐ Supercode; ☐ Void

4. Dates of Series

5. Records Series Title (followed by title used in office; if different)

Earliest

Latest

Mental Retardation Area Developmental Service Chiefs Budget And Fiscal Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: monitoring and reviewing funds spent by 27 Mental Retardation Area Developmental Service Chiefs

Included are: Form 1078 (Receipts and Expenditures- Requests For Funds); Form 1182 (County Budget Items Other Than Personal Services); Form 1183 (County Budget Personal Services); Form 1186 (Budget Expense and Resource Summary (MH/MR)); Form 1187 (Budget Expense and Resource Appropriations Request); Form 1192 (Income and Expenditure Report (Public MR Day Training Line Item Budget); Form 5405 (Request For Budget Revision); Form 5410 (Budget Expense and Resource Summary); Form 5411 (County Budget Personal Services); Form 5412 (County Budget Items Other Than Personal Services); Form 5413 (County Budget Non-Participating Items); Form 5557 (Title XX Quality Control Finding); Un-numbered Forms- Community MH/MR Budget Allocation; Budget Recommendations; Contract Amendments; Contract Information Sheet; Contract For Services and Addendums; Request For Contract Approval; Contract Financial Annex; Rental Agreement; (See Continuation Sheet)

The file is arranged: Alphabetically by M.R. Area Developmental Service

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____

9. Annual Rate of Accumulation or Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (Specify) _____

	a. Is this the official copy of the series? If not, where is it?
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	c. Is this a vital record?
	d. Does this series have historical or long term research value?
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	f. Is the information contained in this series ever published? If yes, attach copy.
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	i. Is this series (or a major portion of it) regularly microfilmed?
	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Record Copy

Maintained by State Mental Retardation Section (Central Office)

Cut off file at the end of each fiscal year, hold in current files area 1 year, transfer to State Records Center, hold 4 years, then destroy.

Reference Copy

Maintained in each Area Day Service Center

Cut off file at the end of each fiscal year, hold in current files area 2 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph A. M. Lewis</i>	7/26/82	<i>Paul T. Murphy</i>	8/2/82

State Records Committee (Signature)

Date

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

Edward W. Wilson

Edward W. Wilson

Edward W. Wilson

9-7-82

8/31/82

8/31/82

#2 Included Are: (continued)

Equipment Listings; Equipment Expenditures; Inventory and Supplemental Equipment Expenditures; Related Documents, and Correspondence.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 11, 1976	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Mental Retardation Section 47 Trinity Avenue, Rm. 542-H Atlanta, Ga.	Application Number 76-244	
Application Number DHR-67		Date Received JUL - 9 1976	Date Completed JUL 29 1976
2. Person to Contact Budd Hughes		Working Title Assistant Division Director	Telephone Number 656-6370
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest Present	5. Records Series Title (followed by title used in office, if different) Mental Retardation Developmental Service Chief Budget and Fiscal Files		
8. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Mental Retardation Section offers specialized services (primarily focusing on the mentally retarded within the I Q range of 0-55) administered through a comprehensive system of institutional and community service programs. The specialized services are provided through the following major programs; 1) Day Training and Work Activity Programs, 2) Group Homes, 3) Institutional Services, 4) Family Care Homes and 5) Foster Grandparent Programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring and reviewing funds spent by Developmental Services Chief. Included but not limited to are: 1. County Budget Summary OAS(6)-60 2. County Budget Personal Services OAS(6)-61 3. County Budget Items Other Than Personal Services OAS(6)-62 4. County Budget Non-Participating Items OAS(6)-63 5. County Budget Revisions OAS(6)-80 6. Equipment Expenditures, Inventory and Supplemental Equipment Expenditures (continued- page 3) File is arranged: chronologically by fiscal year; thereunder alphabetically by county.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <i>Certain Statistical areas included in DHR Annual Report</i>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Certain parts to be found in monthly annual summary.</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? <i>Equipment records duplicated in Property Control Office</i> If yes, where? <i>Record copy of contract covered under standard 75-267</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

42 CFR 54.308, 54.309 Retention Period: 3 years from date of submission of annual or final report (or in the case of nonexpendable property, 3 years after final disposition of such property), or if Federal audit not completed at end of 3 years, until resolution of all audit questions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>S. Budd Hughes</i>	7/7/76	<i>William J. McDonald</i>	6-14-76												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>7-28-76</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hunt</i></td> <td>7-27-76</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>7-28-76</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	7-28-76	Secretary of State/Designee	<i>Carroll Hunt</i>	7-27-76	Attorney General/Designee	<i>[Signature]</i>	7-28-76
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Department of Human Resources
Division of Mental Health & Mental Retardation
Mental Retardation Section
47 Trinity Avenue, Rm. 542-H
Atlanta, Georgia

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#7 continued

7. Rental Agreement
8. Contract for Services and Addendums
9. Request for Contract Approval
10. Contract Financial Annex
11. and Similar and related documents